

**Michigan Department of Education  
Instructions for  
Supplemental Educational Service Provider Application**

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**Applications will be accepted between May 1<sup>st</sup> and June 2<sup>nd</sup> of 2006.**

Mail to:  
Michigan Department of Education  
Office of School Improvement  
P.O. Box 30008  
Lansing, MI 48909

## **Purpose:**

The Supplemental Educational Service Provider Application Form is available to those organizations wishing to become providers of supplemental educational services under Title I of the No Child Left Behind Act. Approved applicants will be included on Michigan's Approved Supplemental Services Provider list.

Applications will be accepted on an annual basis, in May, and the approved list will be updated at least annually. Each year there will be an opportunity for new providers to demonstrate that their organization meets the requirements. Providers of supplemental educational services can also be removed from the list for failure to provide services as specified in their applications and failure to contribute to the academic progress of the students they serve.

It is expected that instruction will be in the areas of English/language arts and mathematics in order to help students meet Michigan's academic content and student achievement standards, as demonstrated by improved Michigan Education Assessment Program (MEAP) scores. In addition, the State encourages supplemental educational service providers to address the State Board of Education's five Strategic Initiatives where appropriate:

- Ensuring Excellent Educators
- Elevating Educational Leadership
- Embracing the Information Age
- Ensuring Early Childhood Literacy
- Integrating Communities and Schools

For additional information on these strategic initiatives go to [www.michigan.gov/mde](http://www.michigan.gov/mde). On the left hand side, click on the State Board of Education box, then click on Task Force Reports.

## **SES Provider Eligibility Requirements:**

Supplemental education service providers must meet the following criteria:

- Be a non-profit entity, a for-profit entity, institution of higher education, intermediate school district, or a local educational agency (local school district/PSA).
- Use an instructional approach with a demonstrated record of effectiveness in increasing student academic achievement.
- Provide supplemental educational services that are consistent with state academic standards. (The Michigan Curriculum Framework, Content Standards and Benchmarks, and Grade Level Content Expectations for English/language arts and mathematics are available on the MDE web site: [www.michigan.gov/mde](http://www.michigan.gov/mde)).
- Provide instruction that is of high quality, research-based, and specifically designed to help students attain proficiency in meeting the State's academic achievement standards and to increase academic achievement of eligible children on the State academic assessments.

- Provide content and instruction that are consistent with the instruction used by the local school district/PSA and are aligned with State student academic achievement standards.
- Provide instruction that is **supplemental** to the instruction that is provided during the school day.
- Provide instruction and content that is secular, neutral and non-ideological.
- Meet all applicable Federal, State and local health, safety and civil rights laws.
- Provide parents of children receiving supplemental educational services and the local school district/PSA with information on the progress of the children in increasing achievement in a format and, to the extent practicable, in a language that parents can understand.
- Be financially sound.
- Use the state requirements for criminal history check for all of its employees (School Code: 380.1230 and 380.1230a).

## **Responsibilities of Approved Provider:**

Entities included on the Approved Supplemental Services Provider list are required to do the following:

- Enter into an agreement with the local school district(s) whose students the provider will be serving. This agreement must include:
  - A statement of individualized specific achievement goals for each student.
  - A description of how the student's progress will be measured.
  - A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's Individual Education Program under section 614 (d) of the Individuals with Disabilities Education Act.
  - A description of how the student's parents and the student's teacher(s) will be regularly informed of the student's progress.
  - An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed to the public without the written permission of the parents of the student.
  - An assurance from the provider that paraprofessional staff will work under the direct supervision of a certified teacher.
  - An assurance that all staff providing instruction to qualified children meet the state requirements for criminal history check (See School Code 380.1230 and 380.1230a).
  - A detailed budget of anticipated costs to the local school district.
  - A commitment to provide auditable documentation of services provided to each student, including attendance.
  - A commitment to limit request for payment to services rendered.

## **Responsibilities of the Local School District/PSA:**

Qualifying local school districts/PSAs are required to:

- Identify eligible students.
- Notify parents annually (in an understandable and uniform format, and, to the extent practicable, in a language the parents can understand) of:
  - The availability of supplemental services.
  - The identity of approved providers whose services are within the local school district/PSA or whose services are reasonably available in neighboring local school districts.
- Provide parents with a brief description of the services, qualifications, and demonstrated effectiveness of each approved provider.
- Assist parents, upon request, in choosing a provider from the list of State approved providers.
- Apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students.
- Not disclose to the public the identity of any student who is eligible for, or receiving, supplemental educational services without the written permission of the parents of the student.
- Enter into an agreement with the supplemental educational service provider, chosen by the parent, that shall:
  - Include all supplemental educational service provider's responsibilities listed above. (See "Responsibilities of Approved Provider.")
  - Provide for the termination of the agreement if the provider is unable to meet the specific student academic achievement goals and timetables for improving student academic achievement.
  - Contain provisions with respect to the making of payments to the provider by the local public school district/PSA.
  - Prohibit the provider from disclosing to the public the identity of any student eligible for, or receiving, supplemental educational services without the written permission of the parents of the student.
- Continue to offer supplemental services until the school(s) in question is no longer identified for school improvement according to provisions of NCLB.

## **Funding:**

The school district is required to spend for each student receiving supplemental services the amount of its Title I per pupil allocation or the actual cost of the supplemental services, whichever is less. The Title I allocations for the local school districts/PSAs are available on the Office of School Improvement web site. (Go to [www.mi.gov/mde](http://www.mi.gov/mde). Choose "Programs and Offices" located on the right side of the page. Select "School Improvement" from the white list on the left side. In the Field Support Services Unit section, select "Program Allocations" for the appropriate school year.)

## **Michigan Department of Education (MDE) Responsibilities:**

Among the responsibilities of the Michigan Department of Education (MDE) are the following:

- Maintain an updated list of approved supplemental educational service providers from which parents may select.
- Develop, implement, and publicly report on the quality and effectiveness of the services offered by approved supplemental educational service providers and withdraw approval from providers that fail, for two consecutive years, to contribute to increasing the academic proficiency of students to whom they provide services.

## **Reporting:**

The supplemental educational services provider must report on a continual basis to the local school district/PSA on the academic gains made by eligible children that assist in increasing the academic achievement on the State assessments and contribute to attaining proficiency in meeting the State's academic achievement standards.

The local school district/PSA must report the gains made by all students who are provided with supplemental services to the Michigan Department of Education. The Michigan Department of Education will use the information provided by the local school district/PSA to review the eligibility status of each provider to determine if the provider is carrying out its responsibilities for increasing the academic proficiency of students to whom they provide service.

## **Application Process and Timeline:**

Applications will be accepted by the Michigan Department of Education between May 1<sup>st</sup> and 4:00 p.m. on June 2<sup>nd</sup> of 2006. Mail or deliver the original and three copies of the complete application to:

Office of School Improvement  
Michigan Department of Education  
PO Box 30008  
Lansing, MI 48909

Please also email an electronic copy of pages 1 and 2 of the application to:

[MarshH@michigan.gov](mailto:MarshH@michigan.gov). The Approved Supplemental Service Providers list will be posted on the MDE web site. The Approved Provider list will provide a link to a service summary (pages 1 and 2 of the electronic application) for each approved provider. Providers whose applications are not approved will be notified and may reapply in future years. Upon written request, the reasons for denial will be provided to the applicant.

## **Required Format:**

Applicants must use the application form posted on this website. Please provide the information in the order indicated on the application form and instructions. In addition:

- Submit the original signed application and three copies.
- Use no smaller than 12 pt. type.
- The narrative should have the provider name and page numbers on each page.
- Limit the number of pages in the narrative to 10 pages.
- Allowable attachments are limited to letters of reference and printed brochures describing the services provided. Proposal reviewers will not be expected to read additional attachments. Attachments such as CDs, videotapes, or other multimedia productions should not be submitted and will not be reviewed.

## **A complete packet includes:**

- ☐ Completed application
- ☐ Program narrative
- ☐ Signed assurances form
- ☐ Allowable attachments